

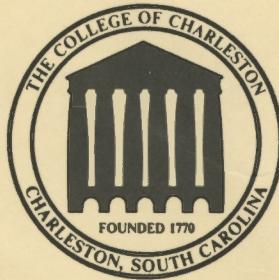
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ANNUAL REPORT
OF
THE COLLEGE
OF CHARLESTON
TO THE
GENERAL ASSEMBLY

July 1, 1982 to June 30, 1983



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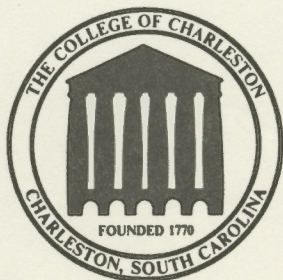
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STATE DOCUMENTS

PRINTED UNDER THE DIRECTION OF THE
STATE BUDGET AND CONTROL BOARD

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THE BOARD OF TRUSTEES

The Board of Trustees of the College of Charleston is composed of sixteen members appointed by the Governor of the State of South Carolina with the advice and consent of the South Carolina Senate. Each of the sixteen judicial districts of the State is represented by one member of the Board. The official title of the Board is the South Carolina State College Board of Trustees.

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David Sadler *Assistant Vice President, Purchasing*
Nicky Pappas *Bursar*
Ralph Conrad *Bookstore Manager*

PUBLICATIONS

The following documents are publications of the College:

The College of Charleston *Bulletin* (the College course catalogue)

The College of Charleston *Student Handbook*

The College of Charleston *Graduate Programs in Elementary Education and Marine Biology*

The College of Charleston *Evening School Program* (The Center)

The College of Charleston *Summer Program and Maymester*

The College of Charleston *Directory* (addresses and telephone numbers)

Student Publications: The Comet (yearbook), *The Meteor* (newspaper), *The Miscellany* (literary magazine)

The College of Charleston *Newsletter* (for the Alumni and Friends of the College)

Invitation to Excellence (general information pamphlet)

Speakers Bureau brochure

Options, Career Development

STATUTORY AUTHORITY

By Section 10 of Part III of an Act bearing Ratification No. 1050, enacted at the 1970 Session of the South Carolina General Assembly, approved by the Governor on April 2, 1970, the State of South Carolina acquired all property of the College of Charleston and assumed the operation of the College as a state supported institution of higher learning, its governing board to be the State College Board of Trustees, created by Act No. 353 of 1969 (Trustees).

HISTORY

Although founded in 1770, the College of Charleston began its corporate existence March 19, 1785, with classes beginning July 3, 1785. In 1794, the first degrees were conferred and in 1837, it formally became the first municipal college in the United States. The College of Charleston became a coeducational institution in 1918.

Rich in tradition and history, the College's graduates enjoy national prestige in countless areas of public life. Among its distinguished alumni, the College of Charleston lists such men of letters as James DeBow, Paul Hamilton Hayne, Ludwig Lewisohn, and Edward McCrady. Other alumni who have figured prominently in this country's political history include Mendel J. Davis, U. S. Congressman; James B. Edwards, Governor of South Carolina and Secretary of Energy; John C. Fremont, explorer and Presidential Candidate; Joseph E. Jacobs, Ambassador; Burnet R. Maybank, Mayor of Charleston, Governor of South Carolina, and U. S. Senator; L. Mendel Rivers, U. S. Congressman; and Ferdinand A. Silcox, Chief Forester of the United States.

Other alumni who have made contributions in other fields of endeavor include Frank Blair, network news commentator; Frances Ravenel Smythe Edmunds, Preservationist; William S. Gaud, Executive Vice-President of the International Finance Corporation; Dr. Webb E. Haymaker, Senior Scientist and Director, Life Sciences, NASA; Wendell M. Levi, Attorney, Author, Horticulturist and Ornithologist; Josephine S. Pinckney, Authoress; Edward L. Powers, Geneticist and Zoologist; Herbert R. Sass, Author; Paul E. Scherer, Theologian; Forsythe Sherfesse, Financial Advisor to the Chinese government and Forester; and Albert Simons, Architect and Author.

On July 1, 1970, the College of Charleston became part of the higher education system of the State of South Carolina and entered into a new phase of history. As a state agency, the College has expanded and provided new majors and course offerings to better serve the students, the community, and the state. Its growth has been far more rapid than any experienced in the past.

Since becoming a state-supported college in 1970, the campus has grown from approximately 7 acres to currently over 45, the enrollment from 1,040 to 5,394, the faculty from 52 to 215, the course offerings from 300 to 1,013, and the staff from 72 to 400.

The College's accreditation was reaffirmed in 1975 by the Southern Association of Colleges and Schools. It is an equal opportunity institution.

PURPOSE

Until July 1, 1970, Charleston was without a state-supported, general purpose college open to students of both sexes. The purpose of the College of Charleston is to bring a varied and well balanced higher education program within the reach of all qualified students in the region and the state. Although every county in the state is represented in its student body, the great majority are from the commuting area. Its purpose as an institution is to provide an expanded range and quality of academic programs at a cost comparable to that of other state-supported colleges.

The program of the College will continue to be oriented to instruction in the arts and sciences on the undergraduate level. Post-graduate programs will be restricted to the Master's degree level and limited to carefully chosen and developed fields of local need. The College participates in graduate instruction as authorized by the Commission on Higher Education.

In the past, without the existence of a state-supported institution, 70% of the high school graduates of the local area terminated their formal education. It has been one of the purposes of the College to narrow and ultimately close the educational gap for Charleston and the low-country area. Recent figures indicate some success in this endeavor although the percentage of high school graduates who are able to attend a four-year senior institution is still higher elsewhere in the state.

The enrollment growth in the past thirteen years provides a measure of the success in this massive undertaking. The continued status during this period as one of the fastest growing South Carolina senior colleges in a time when many colleges were dealing with decreases in enrollment indicates that the College still does not have all the facilities and resources necessary to serve all of the low-country citizens and the students enrolled.

At its bimonthly meeting held in Florence, S. C., on Wednesday, January 16, 1974, the State College Board of Trustees approved the following Statement of Purpose for the College of Charleston:

"As a General Purpose College:

To provide a comprehensive program in the arts and sciences, and such complementary programs as education and business administration, leading to the baccalaureate degree for students whose prior academic training and performance indicate the potential for success at the College of Charleston.

To provide programs leading to the Master's degree which are consistent with the geographical location and the resources of the College of Charleston and the needs of the state and the community.

To provide a comprehensive program of continuing education and cultural, social and recreational services for residents of the low-country and the state, insofar as these services are consistent with the College's primary academic purpose. To afford to the state and community the advantages and benefits of the professional expertise of its faculty to the extent feasible and appropriate to an institution of higher learning.

To encourage research and insofar as possible to provide an environment within which faculty members may make a contribution to the search for knowledge."

PRESIDENT'S OFFICE

The President's Office contains the following four areas of administrative functions:

Executive Assistant to the President

This office coordinates the general operation of the President's Office and provides assistance to the President and the State College Board of Trustees.

Internal Auditor

The office conducts ongoing financial and management audits of all operations in every division of the agency. The purpose of these audits is to ensure fiscal accountability and control as well as the most efficient and effective use of its resources.

Office of Human Relations

In compliance with Executive Order 11246 and amendments thereto, the College established an Affirmative Action Program. The Director of the Office of Human Relations serves as an Assistant to the President. The College's Affirmative Action Plan was approved by the South Carolina Human Affairs Commission in 1973. Reports are submitted to the Equal Employment Opportunity Commission, the Office for Civil Rights, Office of Federal Contract Compliance Programs, and other federal agencies as requested. Employment summaries are submitted bi-annually to the South Carolina Human Affairs Commission.

With the passage of the Education Amendments of 1972 which prohibit sex discrimination in any education program or activity receiving Federal financial assistance, and the Rehabilitation Act of 1973 which established a policy of non-discrimination for the handicapped, the Director of Human Relations was designated coordinator for activities under these laws. Added responsibility this fiscal year was the coordina-

tion of the implementation of the goals of the South Carolina Desegregation Plan.

The Office of Human Relations addresses itself to the educational and employment needs of individuals and groups affected by the above legislation. It assures complete access to the College for females, minorities, the handicapped, and Vietnam War Veterans. It identifies problem areas and recommends remedial or supportive activities to the President of the College and other persons in authority in order to establish equal opportunity for all persons.

It acts as a resource office for the special concerns of women, minorities, and the handicapped, and supports programs of interest to this constituency in the College community and on the local, state and national level.

ALUMNI AFFAIRS

The Department of Alumni Affairs serves as a bond between the College and its alumni. The department also works in close association with the College of Charleston Alumni Association.

The office staff maintains up-to-date addresses, cards, and files of alumni, including more than 7,600 living graduates.

The College of Charleston Newsletter is published three times during the year, and carries information about the College and its alumni to more than 8,000 persons on the department's mailing list, including administrators, alumni, faculty, friends, staff and students.

Tour programs during the year provided opportunities for visits to Asia, Central America, Europe and South America.

The department also assisted the Admissions Office, the College of Charleston Foundation, the Orientation Office, the Career Development Office and SCAT (the athletic booster organization) with their programs.

Alumni were encouraged to return to the campus for Parents Weekend activities last October; for commencement activities in December; for Homecoming in January; for Sweetheart Saturday in February; for Founders Day activities in March; and for graduation weekend in May, which included the annual meeting, reception and commencement.

Special emphasis is placed on programs for class reunions, many of which are held during the spring commencement weekend. Monthly gatherings of alumni, faculty, staff and students are held during the school year.

Area alumni meetings were held in Columbia, S. C.; Florence, S. C.; Irmo, S. C.; New York City; Rock Hill, S. C.; and Washington, D. C.

ACADEMIC AFFAIRS

The College

A college that can trace its beginning to the colonial period and is thriving in the 1980's has both the vigor and the resilience an institution requires if it is to be true to its tradition yet simultaneously responsive to change. The College of Charleston is such a college. For more than two hundred years it has been a college of liberal learning, remaining true to its heritage of excellence while quietly renewing itself from decade to decade through efforts to meet the changing educational and cultural needs of the community it serves.

The College of Charleston in 1983 is, of course, different in structure and programs than it was in 1933 or 1883. Yet it remains the same in the essential characteristics that mark every college of distinction:

- intelligent students who can be motivated to learn.
- well-educated scholar teachers who accept their calling to be effective teachers and who provide instruction and advising in such a way as to effect the liberal education of their students.
- faculty who understand that they will remain intellectually challenged only by continuous study in the subjects they teach, and by careful preparation of each course to include their newly gained knowledge.
- a faculty body that accepts its primary responsibility for the calibre of students and teachers, and for a curriculum designed to meet the faculty's intentions for graduates of the college.
- an administration committed to the continuation of the college, whose members possess the credentials, experience and competence necessary to allocate the institution's resources in such a way that all aspects of its mission are carried out; officers willing to conduct the college's business openly and to be accountable to the faculty, students and trustees they serve.
- administrative officers who view themselves as enablers and facilitators of whatever is in the best interests of faculty and students, and of whatever enhances the quality of the institution and the life of those who are members of it.
- a president of integrity and humanity who speaks well and persuasively on behalf of his College.

The College of Charleston possesses these strengths and looks confidently to the future. It is a college on the move.

The Faculty

Nothing reflects the College's commitment to excellence better than the accomplishment of the faculty, through the work of its committees and the achievement of individual members. In 1982-83 seven faculty committees made major improvements in those areas of the college for which they hold designated responsibilities.

1. The Advisory Committee on Tenure and Promotion while conducting its business last spring identified the need for more clearly specified standards, criteria and evidence to be used by the academic departments and by the committee in evaluating faculty members being considered for appointment with tenure and/or promotion to a higher rank. The president, responding to their concern and his own, appointed one special committee of faculty to prepare materials that would strengthen the faculty and provide better procedures for conducting the review.
2. The Committee on Curriculum and Academic Planning established an exemplary process for academic department five-year self-study and external peer review, and a staggered calendar for the review of the departments.
3. The Faculty Research and Development Committee completely revised its operations, and introduced the practice of considering grant requests from faculty four times during the calendar year, and a system for judging the relative merits of competing grants. These innovations insure that all faculty are fully informed of the funds available, and that those who apply for aid will receive equitable consideration.
4. The Faculty Welfare Committee conducted studies that revealed the College's one-time promotion increases to be lower than those of comparable South Carolina institutions, and documented that within the College's academic departments there were inexplicable variations of compensation among members of comparable rank and experience. Through a cooperative effort of the Provost's office and the Personnel Office of the College with the Personnel Office and the Budget and Control Board of the State, seventy-four faculty members and five academic support administrators received adjustments in their salary bases significantly reducing inequities within departments. In addition, the President received trustee approval to raise the one-time increase to faculty receiving tenure or promotion.
5. The Advisory Committee on the *Faculty-Administration Manual* and the Provost have worked to incorporate changes voted by the faculty and accepted by the President during the past three years, and have issued a more comprehensive and updated version.

6. The Committee on Student Retention made a careful analysis of student leaves and withdrawals, identified patterns and recommended a series of remedial actions that will guide the Dean of Undergraduate Studies in the coming year as we work to encourage able men and women to stay and complete their undergraduate degrees at the College.
7. The Committee of Chairmen worked diligently with the Provost's office to determine how many full-time equivalent instructors are required to promote each department's courses and sections, and began to develop staffing plans for the coming years. From studies based on the figures the chairmen gathered, the Provost's office discovered that between a quarter and a third of all instruction at the College was being provided by part-time temporary faculty. To correct this situation the administration, after approval by appropriate State officials, added fourteen state-supported lines for new full-time faculty and restored seven faculty positions lost in the last two years as faculty members retired or resigned.

Faculty members at the College of Charleston are expected to engage in some form of scholarship as well as to prepare and teach four courses each semester. If faculty are to meet such heavy demands and continue to teach and advise students with enthusiasm and care, the College must do its part by providing time, financial support, and assistance in seeking grants and fellowships to faculty eager to stay current in their disciplines and to remain professionally active.

In 1982-83 individual faculty members received one hundred courses (300 credit hours) of release time which at the \$1200 stipend per course for replacement was an investment by the College in faculty research and professional development of at least \$120,000. This was in addition to thirteen semesters of paid sabbatical leave received by other faculty, and more than \$60,000 spent on their partial replacements.

The College cannot meet from its own resources all of the financial and temporal needs of productive faculty. Nor can the Office of Development give enough time to obtain adequate outside funding to meet the academic programmatic needs of the College in addition to its efforts to raise scholarship, endowment, and capital funds. By expanding the duties of the Assistant Provost for Faculty Services as academic grants officer, there is more assistance to individuals and departments seeking external support. In the second half of 1982-83, faculty members received two fellowships from the American Council of Learned Societies, two National Science Foundation grants, four awards from the National Endowment for the Humanities, a Fulbright group travel grant, and other grants and honors too numerous to list. Four books by faculty members have

been accepted for publication in this same period, more than two dozen articles were published, and over a hundred presentations to professional and community groups have been given.

The Departments of Instruction

The academic departments have been enriched and enlivened by the high energy and dedicated efforts of their members. A few facts about each of a sampling of departments will highlight some of the year's accomplishments.

The Sciences

The Geology Department has only three members, all actively engaged in research subsidized by outside agencies. They have revised the requirements for both the B.A. and the B.S. in Geology this year to make the course of study more rigorous and to provide students with better preparation for graduate school.

The Biology Department has continued to provide all the instruction for the Charleston Higher Education Consortium Graduate Program in Marine Biology and most of the thesis direction, while offering outstanding teaching to one of the largest undergraduate enrollments of the College.

The Physics Department for the first time in three years has all seven of its regular faculty on campus. They offered several new courses, including Laser Physics and Computer Interfacing.

The Mathematics Department has again supported the state-wide Math Meet by drawing upon approximately 1,000 students and teachers from about 80 high schools in four states. Several members have been very active. The South Carolina Council of Teachers of Mathematics all serve as resource persons for the local schools. The Department is interacting with the Business Administration and Economics Department, and is offering a new topics course cross listed with Computer Science.

The Chemistry Department members have continued their program of engaging students in research with impressive published results. Ten of the fourteen graduates in Chemistry reporting in 1981-82 are in dental, medical and graduate schools; the others are in excellent jobs in the field.

The Computer Science Department added four faculty during 1982-83 and were able to teach about fifty percent more students than in the previous year. Declared majors have risen from 13 in Fall, 1981 to 113 in Spring, 1982. This young department is hard at work developing and improving its curriculum, while seeking facilities, funding and equipment for one of the fastest growing fields here and across the nation.

The Social Sciences

The Psychology Department continues to teach and advise large numbers of students, more than a thousand each semester. It augments its ranks with a group of well traveled psychologists in the area, and cooperates in special programs and activities with the Medical University of South Carolina and The Citadel.

The Department of Sociology and Anthropology has been plagued by faculty turnover, but has added an additional anthropologist in 1982-83, and plans to add a fourth sociologist. The department has a distinct focus on the Caribbean Latin America area, and faculty are interested in having greater participation in the interdisciplinary programs of the College and in cooperative ventures with the Medical University of South Carolina.

The Political Science Department attracts many of the College's most able students, nearly one quarter receiving general honors and four being singled out for college-wide distinctions. Seven graduates reported admission to law schools and eleven entered graduate schools. An interdisciplinary course entitled "Global Perspectives" was established in 1982-83 and other important work was done on projects connected to the Internationalizing the Curriculum grant and global issues grant.

The Urban Studies Program and the Institute for Public Affairs and Policy Studies experienced major changes during 1982-83. In February the Center for Metropolitan Affairs and Public Policy was reorganized and renamed as the present Institute. A new faculty director of the Institute and a second of the Master of Public Administration degree program were appointed simultaneously. Also in this year a new undergraduate urban studies major was introduced. The plans of the new leadership of both the graduate and undergraduate programs are exciting and promise to bear early fruit.

The Business Administration and Economics Department plans to increase the number of majors offered by the department from two (2) to four (4). It has this year added the course "The Legal Environment of Business" and "Business Information Systems" as requirements for all majors. The department is preparing to seek accreditation by AACSB, or at the least to meet its standards for accreditation. To that end the department conducted a preliminary self-study in 1982-83, has added two new faculty positions, and has introduced computer-assisted instruction in a number of its courses. The department now offers a number of international travel courses, and has added an international dimension to many of its regular courses to better prepare graduates to enter some phase of this important form of business in the Charleston area and elsewhere.

The Education Department has volunteered to be one of the first departments to conduct a five-year self-study in accordance with the new

Curriculum and Academic Planning Committee guidelines. The Early Childhood and Special Education divisions have reordered their course sequences in a way that makes a better basis for effective advising. Departmental members have begun to write course descriptions for undergraduate and graduate courses in computer literacy. The Chairman has engaged five members of the department to collaborate with him on a book, *Middle School Methods and Materials*. Best of all, the department is perceived by other departments and by local schools as cooperative, competent and productive.

The Humanities

The History Department introduced three interdisciplinary courses and nine new or revised history offerings. In September and October members worked intensively on a proposal to restructure part of the College curriculum to create greater coherence in the Humanities. This proposal was incorporated into a grant application and has been fully funded by the National Endowment for the Humanities.

The English Department continues to provide critically needed services to students with writing deficiencies through its testing program and writing lab. Members are active in working with the teachers of English in local schools, and one coordinates the Charleston Area Writing Project. A distinguished scholar works in a unique interdisciplinary program uniting literature and the sciences. Several are already working in the area of communications and working toward a potential concentration. The department has made a major contribution to the development of the NEH proposal described above, and the Chairman will direct the project.

The Language Department established a language lab already highly successful in this its first year due to the special gifts of its director. The teacher certification program was reviewed and praised by NASDTEC, and the Commission on Higher Education reviewed the major requirements in each division and gave their enthusiastic endorsement. The department inaugurated a Maymester intensive language study practicum in Spanish and French, and travel-study groups to France were fully enrolled.

The Philosophy Department was host to the 1983 annual meeting of the South Carolina Society for Philosophy, and brought four major philosophers to speak at the College. Student enrollments increased by more than seven percent and over two hundred students were refused admission to filled sections in the Fall. The Department plans to encourage cross-registration of Citadel students since our sister institution has no instruction in philosophy.

The Fine Arts Department welcomed a new chairman and began the year with a planning retreat. By year's end it had conducted a thorough

review of its curriculum and made major revisions in the offerings. Good will and harmony increased within the ranks, and new lines were forged to Spoleto. Exhibits, concerts and plays reached new levels of excellence and larger audiences in what has proved to be a banner year for the arts at the College.

Physical Education

The Physical Education Department opened its major to the student body and is already reexamining its requirements, while maintaining a twelve hour concentration and working toward implementation of several projects for minors. Offerings at the introductory level in Physical Education and Health are of high quality and in great student demand; a health minor is on the drawing board. The F. Mitchell Johnson Physical Education Center was opened after several years of departmental involvement in developing the concepts and practical plans for the unit. The Center has increased students' participation in sports and draws the better part of the student body into a complete program of intra-murals.

STUDENT AFFAIRS

The Division of Student Affairs at the College of Charleston is dedicated to the facilitation of the social, physical, ethical and intellectual development of all students so that they may be responsible and effective men and women.

As educators, the student affairs staff works to create environments, provide experiences, and teach skills which enable students to develop personal value systems, explore and build healthy interpersonal relationships, discover the responsibilities of community membership, realize their physical potential, and accept responsibility for their own development.

These goals are the basis for a student affairs curriculum which parallels and reinforces the academic curriculum. The Division recognizes that the purpose of a liberal arts education is best met when both the student affairs curriculum and the academic curriculum are strong.

The Student Affairs Staff continued to give great attention to personal growth and professional development. Using structured exercises on weekend retreats with other student affairs professionals from Charleston Consortium Schools, staff members studied theories of adult development and applied these to themselves and students. These activities have increased satisfaction with self and intensified commitment to career and students at the College of Charleston. Staff development programs will be continued in the future.

Student Health Services

The College of Charleston provides an on-campus Health Service to promote and maintain optimum health to students while attending the College. The service provides routine office care and the services of a physician and a nurse on a daily schedule at no charge to the student. A registered nurse is also available for evening and weekend emergencies.

Student Health Services also provides routine laboratory evaluation and dispenses medication for acute care.

The physician staff covers specialties of Dermatology, Sports medicine, Clinical pharmacology, Gynecology, Venerology, Orthopedics, and skin surgery. This enables the student body to obtain a full range of care pertinent to the age group and life styles found at the College. Those specialties not available continue to be available in the community.

A total of 6,553 patient visits were made to the Student Health Office. This yields a per visit cost of \$17.00. General medical visits in the community would cost twenty dollars, specialist visits thirty dollars and minor surgical procedures greater than fifty dollars.

Student Health Services continues to offer consultations with various college groups interested in health education and continues to maintain an emphasis on patient education with each health care visit.

Residence Halls

In the fall of 1982 the residence halls housed 1,521 students. This included temporary triples in the College Lodge and in the Wentworth Street Residence Hall. An additional 87 students were housed in Greek housing. At the beginning of the Fall Semester 1982, residence hall occupancy level was over 100%. For the eighth consecutive year there were more students desiring space in the residence halls than the College had space in which to accommodate them. A waiting list exists.

The College furnishes a bed with a mattress (twin size beds), a chest of drawers, a desk and a chair.

Residence Hall Counselors and staff working with the Director of Residence Life plan and maintain an active residence hall program. In addition, they conduct periodic inspections of rooms for sanitary and safety conditions, unauthorized property, and damages to property in order to properly maintain College facilities and to help make dormitory life pleasant and conducive to study.

A representative from the maintenance department assists the Residence Counselors with the room inspections. This proves to be very beneficial as maintenance problems are detected much earlier and can be dealt with before minor problems became major expense items.

There was extensive summer usage of the dormitories to house various groups, including Spoleto performers, Governor's School students, Up-

ward Bound students, several workshops and clinics, and regular Summer School students at the College.

Counseling

The Counseling Center's purpose on the campus of the College of Charleston is to provide to the students and occasionally to the faculty and staff techniques or methods to enable them to cope effectively with their personal concerns. The staff of the Counseling Center encounter problems which include personal relationships, a negative self-concept, anxiety, depression, grief and loss, feelings of inadequacy and loneliness. The goal of each counselor is to assist the individual in working through and learning to cope with his or her personal concerns.

During 1982-83, 2,713 appointments were made for counseling. This figure is somewhat lower than the previous year because one counselor resigned at the end of January, 1983 to go into private practice, and his services have not been replaced. The figure 2,713 includes appointments for both individual and group counseling and represents 987 different students, 23% of the student body. Nationwide statistics show that usually only 5%-7% of students use college and university counseling centers.

In addition to providing counseling services to the members of the College community, the staff of the Counseling Center has been involved in campus as well as community outreach. Counselors have presented lectures to psychology and health classes; have addressed student groups participating in the College's orientation program; have spoken before minority groups on campus; and have given workshops for the Panhellenic Council. Lectures and workshops presented in the community involved the Medical University of South Carolina, The Citadel, civic organizations, elementary schools and high schools, and a local television station.

In response to an expressed need by many of the students on campus, the Counseling Center conducted seminars concentrating on Alcohol and Drug Abuse, Depression, Stress Management and Relationships. Groups focussing on such matters as assertiveness training, grief and loss management, eating disorders and transactional analysis were organized and usually met from six to eight weeks each semester.

Other services provided by the staff of the Counseling Center this year include consultation with faculty and staff; and participation in the planning and work of campus committees dealing with such concerns as adult mental health, alcohol abuse, personnel/human relations, and the College's annual observance of the Health Enrichment Week.

Aware of the need to continue to grow professionally, the Counseling Center's staff attended local and out-of-state conferences and workshops. In the course of the past year, one counselor has become fully certified in

the techniques of Neuro-Linguistic Programming; one has attended a workshop dealing with Anorexia Nervosa and Bulimia and met with the staff at the Eating Disorders Clinic at Massachusetts General Hospital; and another has worked in the area of adult mental health and Transactional Analysis. In addition to this, one of the counselors presented a paper on "Counseling College Students" to approximately 200 physicians at Duke University Medical Center at a conference on "Treating the Whole Person."

The College Skills Laboratory

The College Skills Lab (CSL) is an academic support program which provides a professionally-qualified staff to assist students in the development of the necessary learning skills for successful academic performance at the College. The Lab also supplements normal classroom instruction with faculty and peer tutoring. Methods of delivery of the services during the year 1982-83 included regularly scheduled seminars and workshops, individual personal assistance, audio and video assisted instruction, class presentations for faculty, and short courses for special student groups. The major components of the Lab are the Reading/Study Skill, Writing, Mathematic, Accounting, Foreign Language Labs and other general tutorial services.

The Reading/Study Skills Lab served 498 students through individual appointments, small groups, seminars, self-paced learning programs, and groups for special campus programs and specific courses. The Lab also participated in a Charleston Consortium grant from the Professional Development Project to establish a test-taking improvement module for students at the Medical University of South Carolina School of Nursing; and in the Adult Mental Health Project grant from the Center for the Study of Higher Education to design a model program to apply research and theory concerning human development and preventative mental health to institutions of higher education. The Lab is staffed by two professional reading and study skills instructors.

The Writing Lab served 573 students through individual appointments, small groups, special topic workshops and self-paced learning programs. The Lab is staffed by four part-time writing instructors from the English Department and 7 peer student assistants.

The Mathematics Lab served 857 students through individual appointments, small groups and special topics seminars. Examples of two particularly popular special topics seminars were "Math as a Search for Patterns" and "Positive Ways to Deal with Math Anxiety." The Mathematics Lab is staffed by three part-time instructors from the Mathematics department and 15 peer student assistants.

The Accounting Lab served 196 students through individual appoint-

ments and special topic groups. The CSL contracts with the College of Charleston Accounting Association, a student organization, to provide tutorial services each semester. The Lab tutors are supervised by the Association's faculty advisor.

All other tutorial services, including foreign language, served 158 students through individual and group meetings. The Lab employed 14 peer tutors during the year.

The CSL assisted a total of 2,282 students for a total of 7,585 contacts during the 1982-83 academic year. The results from the yearly survey completed by the CSL users indicates that the typical student user found the services provided by the lab to be beneficial. Additional data compiled from the ongoing research completed by the CSL staff indicates that the Lab is making a significant contribution to the retention of students at the College of Charleston.

Career Development

The Office of Career Development provides a wide range of career services, including individual testing and counseling; workshops on decision making; work experience opportunities; and assistance to seniors in establishing credential files, scheduling interviews with recruiters, and graduate school information. In addition, the office maintains an information center on occupations, career decision making, the job market, and graduate school catalogues.

During the 1982-83 academic year, 1049 different students took advantage of career development services. These included 139 interns and volunteers, 487 workshop participants, and 303 seniors who established credential files. Thirty-five recruiters interviewed 302 students for employment.

One special edition of the newsletter outlined special employment issues affecting minority students and another summarized the occupations in health services. Three careerfests brought over 40 professionals to campus; one focused on occupations other than school teaching that calls for teaching skills and another focused on liberal arts as preparation for business occupations.

The job development program listed 445 part time jobs. College of Charleston students were hired in 361 instances, with estimated earnings for the year of \$395,471.

Student Activities

Student Organizations at the College of Charleston serve as a link between the classroom and the external environment. Leadership of and participation in the college's student organizations add life experiences, relevance, and good times to a student's academic curriculum.

There are 73 student groups on campus that offer individuals the opportunity to develop leadership skills, pursue leisure-time and recreational interests, share ideas with other students who hold similar religious or political beliefs, and explore career opportunities.

This year, the Directors of Student Activities from the College of Charleston, Medical University, Baptist College and Trident Technical College collaborated on a day-long leadership development workshop for the Executive Officers of each school's student government organizations. This was very successful in meeting the program's goals of establishing an intra-institutional network for student government leaders and giving officers some management tools.

Stern Student Center

This year the Stern Student Center realized heavy usage by the campus community — 240 events in the ballroom and 929 events in the four meeting rooms.

In addition to assisting with Health Enrichment Week, the Stern Center staff was integral in developing a week-long program entitled "Womanfest". This was a series of seminars, lectures, films and demonstrations relating to women and their careers, relationships, health, and the law. The week's program attracted considerable community attention and will be repeated in the fall of 1983 in the north area of Charleston.

The free legal assistance clinic and the sale of discount movie tickets were two popular services for students provided by the Stern Student Center. Students are encouraged to use the meeting rooms and ballroom for quiet study when not in use.

College Activities Board

Besides 27 film showings, the College Activities Board produced 54 programs which attracted approximately 12,000 people. The events ranged from the traditional Back to School Dance to a lecture by Gene Roddenberry, creator of Star Trek, to a home computer show. According to the Student Interest Inventory conducted in April 1983, 78% of the student body is aware of the College Activities Board and 80% feels that the Board's efforts fall into a good to excellent category.

Student Government Association

Each student who enrolls at the College automatically becomes a member of the Student Government Association. The organization is based on mutual cooperation between students, faculty and administration. The Student Government Association is made up of a legislative council in which elected class representatives participate; an executive board composed of student body officers; and a judicial branch. Only the

representatives of these three branches are voting members of the SGA. The Student Government Association promotes activities on campus and cooperates in building a better College.

The 73 groups active on campus this year were:

Honorary Societies:

Alpha Epsilon Delta (Pre-Med)
Omicron Delta Kappa
Phi Kappa Phi
Psi Chi (Psychology)
Pi Mu Epsilon (Math)

Fraternities:

Alpha Tau Omega
Kappa Alpha
Kappa Alpha Psi
Kappa Sigma
Omega Psi Phi
Phi Beta Sigma
Pi Kappa Phi
Sigma Alpha Epsilon
Sigma Nu
Inter-Fraternity Council

Sororities:

Alpha Delta Pi
Alpha Kappa Alpha
Chi Omega
Delta Delta Delta
Delta Sigma Theta
Phi Mu
Zeta Phi Beta
Panhellenic Council

Student Publications:

The *Comet* (yearbook)
The *Meteor* (newspaper)
The *Miscellany*
(literary magazine)

Clubs and Organizations:

Accounting Association
Alpha Phi Omega
A. S. P. A.

Baptist Student Association
Biology Club
Boxing Club
Campus Crusade
Center Stage
Cheerleaders
Closophic Society
College Activities Board
Council for Exceptional
Children
Crew Club (Women's)
Young Democrats
English Club
Equestrian Club
Film Club
Fine Arts Club
French Club
Geology Club
History Club
Honors Program Student
Assoc.
International Club
Investment Club
Jazz Ensemble
Madrigal Singers
Marketing Club
Peer Mentors Association
Philosophy Club
Physical Education Majors
Club
Physics Club
Political Science Club
Pre-Law Society
College Republicans
Racquetball Club
Running Club
Scuba Club

Ski Club
South Carolina Black
Student Association
South Carolina State
Student Legislature
Spanish Club

Student Government
Association
Surfers Union
Urban Studies
Wind Symphony

ADMINISTRATION AND INSTITUTIONAL RESEARCH

Personnel

As part of the office of the Vice President for Administration and Institutional Research, the Personnel Division's responsibilities encompass the planning, administering and supervising of personnel programs including the recruiting and record keeping for classified employees of the College. It performs all administrative employment functions for the faculty and special program personnel; formulates policies and procedures within the framework of the State Personnel Employment Directives; and insures compliance and conformity in all personnel matters. The Personnel Division maintains close liaison and coordinates all personnel matters with the State of South Carolina Personnel Division. The division coordinates the state-sponsored Blue Cross/Blue Shield Insurance Program for the College as well as the Faculty and Administrative Staff Life Insurance Program.

Classified personnel employed as of June 30, 1983, totalled 301, the same number as for the previous year. Unclassified personnel totalled 227 as of the same date, an increase of four employee for the 1982-83 year (223 on June 30, 1982).

Institutional Research

The Office of Institutional Research is an integral part of the various processes that exist for the preparation of internal and external planning documents. Among such documents are the Five-Year Capital Improvement Plan, the Three-Year Deferred Maintenance Plan, the Three-Year Academic and Administrative Plan, and the Information Technology Plan.

The office additionally is responsible for the collection and analysis of management information for decision-making; the preparation of all required external reports for the Commission on Higher Education and the federal government; the preparation of special reports and research studies; the preparation of external questionnaires, surveys, the Annual Report, and requests for institutional statistics and information; and the maintenance of the College's Space Inventory.

Public Safety

The Public Safety Division currently has one Director, one Public Safety Lieutenant, two Police Sergeants, one Investigator, four Master Public Safety Officers (Corporals), three Dispatchers and one Secretary. Additionally, the College maintains a commercial contract for 10-13 security guards on a 24-hour basis. The Public Safety Officers are required to attend the Criminal Justice Academy for 9 weeks of Basic Training. They are commissioned State Constables with the power of arrest, and they patrol the College of Charleston Campus 24 hours a day, seven days a week. The security guards provide security coverage to four dormitories, the College Gymnasium area, and night time coverage to classroom facilities. The three Dispatchers maintain liaison with the City Police and Fire Department via direct telephone lines to the City Police Control switchboard; receive incoming calls by telephone and dispatch Public Safety Officers for assistance and/or investigation; maintain a written log of events; and maintain radio/telephone contact with all stations.

The Public Safety Division is responsible for the issuance of identification cards for all students, faculty and staff. It also maintains a current locator file on all students and employees for emergency situations. Public Safety also maintains the College Lost and Found and handles the sale of parking decals.

Public Safety is constantly trying to make students and employees aware of crime prevention. This ongoing program is accomplished by newspaper articles and talking to students concerning dormitory and personal security. This approach has been successful since the overall trend towards crime on campus has decreased.

Telephone and Duplicating Services

The Telephone and Duplicating Office Staff manages the Duplicating Center and administers all telephone services on campus. The Center is equipped with a copier machine and mimeograph/ditto equipment. A copy machine with "state of the art" copying technology was installed in the center in an effort to begin the establishment of a "centralized quick copy service" that will accommodate a volume of copies in the most cost effective manner. Also managed by the staff are fourteen (14) copying/duplicating satellite facilities that are located in strategic areas of the campus.

Telephone services are administered by the department. The director works closely with the Information Resources Management Division of the State Budget and Control Board in managing the College's State CENTREX System.

A telephone systems study is in the process of being conducted which to

date has resulted in a reduction of service and subsequent costs in certain areas. Additional savings were realized also by having an outside publisher print the Campus Telephone Directory this fiscal year.

Mail Services

The College mail service employs five full-time staff members and one part-time clerk. It provides delivery of student mail within the mail distribution center as well as intra-campus mail service, and pick up and delivery of U. S. mail to all College facilities. A courier service is operated between the main campus and Grice Marine Lab at Fort Johnson. Fiscal year 1982 postage expenses amounted to approximately \$81,610.

Physical Facilities

The College of Charleston's main campus comprises approximately ten city blocks bounded by Calhoun, St. Philip, Wentworth, and Coming Streets. The buildings consist of Harrison Randolph Hall (the administration building), Towell Library (the original library), Maybank Hall (classroom building), Library, Central Energy Facility, Bookstore, Science Center (First Increment), Education Center, Physicians Memorial Auditorium, Fine Arts Center, Stern Student Center, Cafeteria, Men's and Women's Residence Halls (1,318 permanent beds), President's Residence, Student Health Center, Early Childhood Development Center, 60 former residences converted to Faculty and Administrative offices, a gymnasium constructed in 1939 as a WPA project, the F. Mitchell Johnson Physical Education Center, Physical Plant Repair Shops and Warehouse. The College also operates a marine science laboratory on James Island at Fort Johnson. Nine of the former residences are being leased from the College of Charleston Foundation for Faculty and Administrative offices until they can be budgeted through the Capital Improvement Program.

The College is located in Charleston's old and historic district. The zoning ordinance imposes strict regulations on use, construction, demolition and alteration within the district. Extensive demolition and site clearing for new construction are not possible, and restoration and maintenance of existing buildings, primarily former residences, is the law (city, state and national).

The College has renovated and converted over 80 buildings for College use, most of which are former private residences. Fifty-five of these buildings contain less than 5,000 sq. ft. Forty-six percent of the buildings are over 120 years old. This figure includes 8% which are over 170 years old. Seventy percent of our buildings are former residences.

This uniqueness carries with it great charm and beauty, but the distinction of the campus often obscures the problems which constantly

beset the administrators who seek to effectively and efficiently operate and maintain our physical plant to serve our growing student body and mission.

The problems with the historic facilities are that most are not on the underground steam and chill water system nor the centrally metered electrical distribution. Most are heated with natural gas directly from city service lines of SCE&G or oil fired heating system. Most of these buildings have not been insulated in the roof, the sides, and crawl space below the ground floors. None is equipped with storm windows. Energy costs for these types of facilities are very high relative to total square feet of standard facilities found at most other colleges and universities. These are fragile buildings, inaccessible to the physically handicapped, most of which are of wooden frame with ornate porches generally on each floor, the appearance of which must be maintained for historical purposes. They need to be upgraded to comply with electrical and plumbing code requirements. They also need to be equipped with central heating and air conditioning systems. Some have expensive slate or copper roofs. The interior and exterior walls of all these facilities need to be repaired and painted more often than the usual facilities that are found at other colleges and universities. The multi-locations cause significantly more security problems, both with respect to personal safety as well as property security. Being in an urban area with a very high crime rate, we must operate and maintain a larger security force and associated equipment.

Recognizing the limitations of the physical facilities, a Master Physical Development Study was made and a Capital Improvement Plan published. The Plan provided for the expansion of the College academic facilities at its present location; the existing buildings to be brought to their maximum potential through rehabilitation and new buildings built for required academic and student facilities through a phased land acquisition program. The new facilities were constructed to make maximum use of the available land while enhancing the character of the existing campus and creating a learning atmosphere to support the educational, architectural and aesthetic appointments historically associated with the campus. The new designs complement the historic buildings in surface materials, facade design and size. Success in this endeavor has been acknowledged by the National Trust for Historic Preservation in the form of a "special award" for the preservation, restoration and expansion of the inner-city campus by not just preserving old buildings, but also the building of new structures "which are architecturally compatible with the old." The result "is an ambience that is at once traditional, modern and pleasing."

The College's efforts have been further recognized by the American Association of Nurserymen through their presentation to the College of

Charleston of the National Landscape Award in recognition of the College's achievement in landscape and beautification; by an award of merit from the American Association for State and Local History; by a special award for area preservation from the Preservation Society of Charleston; and by the South Carolina Chapter of the American Institute of Architects who conferred the Recognition Award on the College of Charleston for an outstanding contribution to the urban environment with the revitalization and expansion of the Charleston campus. The College received its second design award by the South Carolina Chapter of the American Institute of Architects in March 1980, for the design of the Albert Simons Center for the Arts (Fine Arts Center).

Construction Program 1982-83

F. Mitchell Johnson Physical Education Center — Construction on this 70,000 sq. ft. facility began in September 1980. The facility provides academic physical education classrooms and laboratories, racquetball courts, and limited locker rooms. The new facility was designed and constructed as an annex to the old athletic center which is slated for renovation when funds become available.

Multi-Level Parking Garage — In cooperation with the City of Charleston, the College completed construction on a four-story parking garage for 513 cars. The city provided the land on a 99-year lease basis; the College provided the construction funds — 1.9 million in Capital Improvement Bonds and \$1 million in revenue bonds. The City manages the garage with revenues split on the basis of total cost (the city's basis being the assessed value of the land — \$500,000). Completion of the facility was November 1, 1982.

Renovation of Facilities — Restoration of three historic structures on campus began in January 1983. Porter's Lodge, one of the three original College buildings, will house three faculty offices. Twenty-six Coming Street, formerly 25 St. Philip Street, was moved to its present location to allow for the construction of the Education Center. The former residence will provide space for six faculty offices. Fourteen Coming Street, a small brick structure that also served originally as a residence, will accommodate four faculty members.

College of Charleston Plant Improvement Fees are being used to fund the projects. Completion of all three restorations will be in time for Fall 1983 occupancy.

Computer Services

During 1982-83, Computer Services rebuilt its staff with a group of good professional data processing personnel. Some new development time had to be sacrificed to recruit and train these people.

Major projects completed in 1982-83 include the Graduate Admissions System, major enhancements to the Pre-Registration process, an on-line inventory system, phase one of STARS and the Student Probation subsystem.

Work on the design of a Personnel/Payroll System is proceeding on schedule. The Personnel portion will be implemented by the first quarter of 1984. The Payroll portion will be implemented by the end of 1984.

A Wang VS100 computer system is being installed by Computer Services. This system will serve the college with word processing and data processing. User departments are currently being trained to use word processing.

Computer Services is converting from a card shop to a shop where all jobs are submitted by terminal.

A campus-wide communications network called WangNet is expected to be implemented by August 1983.

Computer Services is reviewing all areas (Standards, Operations, documentation, User interface, etc.) of the department in an attempt to improve services to the User departments.

Physical Plant

Plant operation and maintenance costs for 1982-83 totalled \$5,000,000. In addition to normal maintenance and repair work, major projects included extension of the underground electrical system by providing a dedicated line to the Science Center; renovation of one former residence; and sealing the exterior brickwork on Rutledge Rivers Dormitory. Limited funds and staff continued to preclude a major preventive maintenance program.

The scheduled exterior painting was accelerated by use of temporary painters and contractors. This was necessary due to the rapid deterioration of the CAMCO exterior paint.

The addition of the new Physical Education Center has increased the workload on the custodial staff as well as adding significantly to the heating/air conditioning, plumbing and electrical maintenance. These and the lack of adequate funding have resulted in further expansion of deferred maintenance.

Current plans call for expanding the maintenance staff by the addition of four trade workers.

Motor Pool

The Motor Pool is operated as a division of the Physical Plant and totals 33 vehicles; 29 are State-owned and four are leased. Fourteen are assigned for general use, 9 to the Physical Plant, 5 for Public Safety, 1 for Mail Service, 2 for Central Receiving, 1 for Grounds Maintenance, and 1 for the Print Shop.

INSTITUTIONAL ADVANCEMENT

The Institutional Advancement office coordinates and supervises efforts to promote and interpret the College of Charleston among all external constituencies and the general public. It assists other departments of the institution in identifying private and government agencies which offer funding for projects and programs. Its primary objective is to generate interest in and support for the College's mission of academic distinction.

The advancement offices, which report to the Vice President for Institutional Advancement, are the Development Office, the Office of College Relations, and the Office of Special Events. Also reporting to the Vice President for Institutional Advancement are the Office of Financial Aid, the Office of Admissions, Office of Athletics, and the Print Shop.

The Vice President for Institutional Advancement also coordinates aspects on the College's interests in State and Federal Governments.

The advancement staff continues to identify new support for the College, for its students, its faculty and its programs. This support is directly related to the academic direction of the institution and to its overall development. The staff maintains liaison with alumni, parents and other friends of the College, including business and industry in the Berkeley, Charleston and Dorchester area. It has established and continues to work with a Parents' Advisory Council and a College/Community Advisory Council.

Through its many functions, the advancement office monitors the success of the College's efforts and assesses the strengths and weaknesses of its program.

College Relations aims its efforts at keeping the public informed about the College and all the services available to the community and state. News feature stories are disseminated regularly to local, state and national news media. Efforts are made to ensure timely release of newsworthy material of specific interest to selected media. The office also disseminates information to legislators, parents and alumni in an effort to keep them informed about College activities.

The College of Charleston Speakers Bureau serves the community and allows College faculty and staff to share their expertise with clubs, schools and civic organizations. A directory is distributed throughout the greater Charleston area, advising the public of possible program topics, speakers and contact procedures.

The Office of Special Events is responsible for the coordination of public relations for all cultural events, the department of fine arts, the center for continuing education and student activities; scheduling and

coordinating the use of College facilities beyond the academic class use; collection, printing and distribution of the College's calendar of events; and coordination of arrangements for selected special (public) events of the College.

Admissions

Applications for the Fall Semester of 1982 showed 3,066 total applications with a total of 1,653 new students enrolled. This is compared with 1,583 new students in the Fall of 1981. Of the 3,066 students who applied for admission to the College, 2,351 were accepted, 578 were denied admission, and 137 withdrew their applications before admissions decisions were made.

The visitation of secondary schools in South Carolina continued to be extensive, and visitation of privately controlled schools was continued in good numbers.

The general characteristics ascribed to the 1,084 entering freshmen are as follows:

Average verbal and mathematical scores on the SAT were 472 and 495 respectively.

Seventy-eight percent were from the upper half of their high school classes.

Sixty-one percent were in the top 30 percent of their classes.

Sixty-one students were graduated first or second in their senior class in secondary schools.

Seventy-six percent were from public secondary schools.

Forty-four new freshmen had graduated from high school in three years.

397 were men (37%), and 687 were women (63%).

40% were from Charleston County, 45% from the rest of South Carolina, and the remainder were from 44 other states and foreign countries.

Approximately 6% were black. This is a qualified statement since many applicants do not provide us with race information prior to admission decisions being made.

Financial Assistance and Veterans Affairs

The basic philosophy of the Financial Assistance Office is to provide the financial means needed by qualified students to attend the College of Charleston. Programs include federal financial aid through the Pell Grants, Supplemental Educational Opportunity Grants, National Direct Student Loan, Guaranteed Student Loan and College Work-Study. Veteran benefits are available through the Veteran's Affairs Office. Scholarships are available from endowed funds provided by the College of

Charleston Foundation. In addition, many students receive awards from outside organizations. Approximately 2,100 students were assisted through this office totalling over \$2.3 million in financial aid funds.

Athletics

The College of Charleston's intercollegiate athletic department recorded a rare achievement in 1982 as its men's basketball team and the women's tennis team won national championships. It is believed to be the first time a South Carolina college has won two national titles in the same year.

Coach John Kresse guided the College men's basketball team to a 33-5 record and the National Association of Intercollegiate Athletics (NAIA) basketball title, winning five games in five days in Kansas City. The national championship also earned the College of Charleston an invitation to represent the United States in the 12th Hapoel Games in Israel, a quadrennial event held in the year preceding the Olympics.

College of Charleston and its basketball team were recognized for its achievements by the General Assembly of South Carolina, City Council of Charleston and Charleston County Council with resolutions of recognition for bringing honor to the institution, state, city and county.

The women's tennis team, under the guidance of Willard A. (Billy) Silcox Jr., won the NAIA title in its first year in the national organization, leading from start to finish in the team that featured more than 40 teams and 250 players. Charleston City Council honored the members of the team.

College of Charleston also placed 12th nationally in men's tennis; 13th in men's swimming; 13th in sailing; and 16th in women's swimming during 1982-83.

Ten intercollegiate athletic programs are offered for College of Charleston students, with approximately 150 student athletes participating.

Completion of the F. Mitchell Johnson Physical Education Center in August 1982 provided increased opportunities for student, staff and faculty participation in physical education, intercollegiate athletics, intramurals, club sports and open recreation. The old gymnasium, opened in 1940, continues to be used while awaiting funding for a proposed renovation project that would enhance the overall programs of the institution.

The outdoor recreation area at Remley Point in Mount Pleasant continues to be used often by students, staff and faculty. The acreage includes an intercollegiate soccer field and softball facilities for intramural programs. Additional phase work as funds become available will offer opportunities for expanded programs.

The sailing and golf programs received cooperative support from the City of Charleston Municipal Marina and Patriots Point Golf Links during the year.

Print Shop

The College's Print Shop produced nearly all the College's printing needs during fiscal year 1982. The only work sent off campus for printing was that requiring full color, extremely large quantities, or a very short return time that could not be met under existing work loads. The Print Shop employs five full-time persons.

BUSINESS AFFAIRS

Accounting

The Controller's Office of the College of Charleston is responsible for maintaining, recording, and reporting financial data pertaining to the computerized governmental accounting system.

General Accounting, Accounts Payable, Financial Aid, and Payroll are sections within the Controller's Office providing services within the institution.

A governmental fund accounting system is used to ensure restrictions and budgetary limitations and to provide accurate and timely financial data on all fund sources made available to the College.

The accounting system conforms to guidelines of the recently initiated Statewide Accounting and Reporting System.

Purchasing

Centralized purchasing and its related functions are conducted under an Assistant Vice President. While the number of purchase orders issued has remained static at the 6,000 level, the associated administrative workload has taken a quantum leap ahead due to consolidation of requirements, increased processing through the State Purchasing Office and minute documentation of decisions under the Consolidated Procurement Code. Procurement actions previously accomplished by inexperienced workmen are now accomplished by a newly appointed buyer strictly dedicated to purchasing for the Physical Plant. Outfitting of major buildings and replacement of some aging equipment have further taxed the three full time buyers. Accomplishment of the MBE Utilization Plan Goals was satisfying and monetarily rewarding.

The Central Stores Branch provides immediate availability and consolidated buying advantages for some 600 high-use, general purpose items. Issues of \$169,000 have been made while maintaining an inventory of only \$123,000 with a stock turn of 1.3. Some aging has occurred and purification action is being instituted.

Some 90% of all purchase action receipts are documented through the Central Receiving Branch, thus strengthening control over material acquisitions and assuring tighter control over the invoice payment certification process.

Acquisition, redistribution and inventory of 18,000 items of portable plant property valued at \$5,500,000.00 is facilitated by use of a computerized Plant Property Inventory System. Plans were formalized to adopt the USC computerized plant property inventory system effective July 1, 1983.

Significant effort is expended in documenting and disposing of surplus and scrap state property under the existing disposal process. Dollar return is certainly not proportionate to effort expended.

Auxiliary Enterprises

Auxiliary Enterprises encompasses the managerial and operational responsibilities of the Bookstore, Campus Shop, Snack Bar, Cafeteria, Vending Machines, and the business management function for all residence halls and sorority, fraternity and faculty housing. These areas of operations are financially self-supporting.

Snack Bar

The Snack Bar provides students, faculty, and staff with a convenient self-service, fast food operation and general meeting place. It is operated by a contractor, ARA Services.

Cafeteria

The Cafeteria is also operated by ARA Services. Daily meals are prepared and catering for special functions on and off campus is available. The Cafeteria also provides daily luncheon meals for the College of Charleston Club and the Early Childhood Development Center.

Student and Faculty Housing

This year the College of Charleston housed 1,521 students in 34 permanent and 14 temporary facilities. A wide variety of living quarters ranging from conventional dormitory multi-story housing to houses much like one would find in many areas in the City of Charleston are available. Nine houses owned by the College are leased to members of the faculty and staff.

Bookstore and Campus Shop

The sales volume of textbooks and other merchandise increased 12% during fiscal year 1982-83. Total sales in the Bookstore and Campus Shop were \$1,055,087.

FINANCIAL REPORT

FISCAL YEAR ENDING JUNE 30, 1983

Operating Funds:

Educational and General Revenue

State Appropriation	\$11,416,163
Student Fees	5,839,715
Other Revenue	<u>236,512</u>

Balance June 30, 1982 (\$13,515)

Total Educational and General Revenue	\$17,478,875
Auxiliary Enterprises (net expended)	4,270,563
Student Aid (net expended)	1,061,777
Sponsored Instructional & Research (net expended)	<u>466,163</u>
Total Operating Revenues	<u>\$23,277,378</u>

Expenditures:

Educational and General Revenue

Instruction	\$ 8,904,555
Research	46,872
Academic Support and Library	1,137,887
Student Services	1,244,769
Institutional Support	2,627,293
Operation and Maintenance	3,412,929
Student Aid	<u>104,570</u>

Total Educational and General	\$17,478,875
Auxiliary Enterprises	4,270,563
Student Aid	1,061,777
Sponsored Instructional and Research	<u>466,163</u>
Total Operating Expenses	<u>\$23,277,378</u>

Capital Improvement Expenditures	<u>\$ 2,340,085</u>
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STATISTICS

	<i>Fall 1979</i>	<i>Fall 1980</i>	<i>Fall 1981</i>	<i>Fall 1982</i>
Total Enrollment				
Head Count	5,033	5,227	5,136	5,394
Full Time Equivalent (based on 15 credit hours for undergraduate and 12 credit hours for graduate students)	4,055	4,214	4,233	4,467
Percent Increase/(Decrease) in Head Count ..	-2.5%	+3.9%	-1.7%	+5.0%
Percent Increase/(Decrease) in FTE	-2.4%	+3.9%	+0.5%	+5.5%
Enrollment by Type of Student				
Degree Candidates	3,844	4,005	4,073	4,261
Nursing	169	89	101	92
Allied Health	20	2	1	0
Evening	581	633	604	640
Community Service	97	138	152	160
Graduate	322	360	205	241
Enrollment by Class				
Freshmen	1,415	1,444	1,571	1,661
Sophomores	1,121	1,156	1,172	1,277
Juniors	675	667	636	690
Seniors	633	738	694	633
Graduate	322	360	205	241
Others	867	862	858	892
Enrollment by Sex				
Male: Part Time	471	524	459	541
Full Time	1,425	1,508	1,450	1,519
Total	1,896	2,032	1,909	2,060
Female: Part Time	1,012	1,043	969	954
Full Time	2,125	2,152	2,258	2,380
Total	3,137	3,195	3,227	3,334
Female as a Percent of Total Head Count	62%	61%	63%	61.8%
Male as a Percent of Total Head Count	38%	39%	37%	38.2%
Student Characteristics				
Full Time: White	3,376	3,466	3,476	3,632
Black	174	194	232	267
Part Time: White	1,377	1,429	1,318	1,380
Black	106	138	110	115
State Residents	4,779	4,933	4,705	4,828
Out-of-State or Nonresidents	254	294	431	566
State Residents as a Percent of Head Count ...	95%	94%	92%	89.5%
Faculty Characteristics				
Professors	25	24	24	25
Associate Professors	82	90	95	94
Assistant Professors	78	67	57	66
Other	26	23	35	26
Percent with terminal degrees	84%	81%	83%	83%
Course Offerings	966	1,013	1,013	1,063
Credit Hours Generated	60,467	62,848	63,237	66,696
Average Weekly Scheduled Teaching Hours ..	13.2	13.6	13.0	13.2
Average Class Size	25.9	26.7	24.8	24.5

	<i>Fall</i> 1979	<i>Fall</i> 1980	<i>Fall</i> 1981	<i>Fall</i> 1982
FTE Students to FTE Faculty Ratio				
FTE Student	4,055	4,214	4,233	4,467
FTE Faculty	217.08	210.23	220.13	225.34
Ratio	18.7:1	20.0:1	19.2:1	19.8
<i>Average Salaries of Instructional Faculty</i>				
Professor	\$23,295	\$25,722	\$27,705	\$28,482
Associate Professor	\$20,755	\$22,438	\$24,111	\$24,370
Assistant Professor	\$17,479	\$18,363	\$19,634	\$19,671